



ACES EMPLOYEES NEIS PII SHEET

The Contracting Officer Representative (COTR) for one of your company's Federal government contracts has determined by agency Risk Assessment that a performing contractor on the contract requires a LincPass. The information collected on this Personal Identity Information (PII) sheet is required for LincPass sponsorship. This information is to be collected and transmitted in accordance with The Privacy Act of 1974. For details on the Privacy Act of 1974, visit this website: <http://www.usdoj.gov/oip/privstat.htm>.

Instructions: Enter the information below. Enter applicant's complete name and address as it appears on their government-issued ID, such as a driver's license or passport. If the information doesn't match, the non-employee will encounter problems during the enrollment process and may have to reapply.

Contracting Company Name:
COR/COTR Name:
COR/COTR Business Phone:
Applicant Name: <i>First, Middle (if any), Last, Suffix (if any)</i>
Applicant Social Security Number: <i>(xxx-xx-xxxx)</i>
Applicant Date of Birth: <i>(mm/dd/yyyy)</i>
Applicant Place of Birth: <i>(City/State. If outside U.S., enter City/Country)</i>
Applicant Business Email: <i>(This is for enrollment notification. If the applicant does not have a business email address, enter the address of the person who will manage enrollment activities, e.g. Security Officer, Supervisor, or Human Resources Manager.)</i>
Applicant Business Phone:
Applicant Country of Citizenship: <i>(Enter the applicant's country of citizenship)</i>
Applicant Non-Employee Type: <i>(Enter one of the following: Contractor, Volunteer, Soil and Water Conservation District, Intern, or Other Non-Federal Employee.)</i>
Federal Emergency Response Official: <i>(Enter Yes/No. If yes, Explain the applicant's designation as an Emergency Response Official, e.g., "Continuity Coordinator.")</i>
Note: <i>This <u>only</u> applies to an Agency-identified person serving in an Emergency Response Official capacity. Contact your Security Officer for more information.</i>
Applicant Country: <i>(Enter the country in which the applicant resides.)</i>
Applicant Home Address: <i>(Enter the applicant's home address. Remember that it is <u>strongly recommended</u> that you enter the applicant's address as shown on their government-issued ID, such as a driver's license or passport.)</i>
Applicant Work Address: <i>(Enter the applicant's work address)</i>

PLEASE SEND VIA LOCALLY-SECURED FAX TO: [HUMAN RESOURCES FAX NO. 515/284-5196]